

OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

DD/M&S Conference Room

22 August 1973

1. Present were:

(b)(3)  
(b)(6)

2. Items of interest from the DDO Staff Meeting - 22 August

a. Use of Cryptonyms/Pseudonyms. Mr. Blee stated that it was the intent of the DDO and the DCI to avoid the use of cryptonyms in cables when the meaning would be clear from the text. Cryptonyms may be used as assort of operational shorthand to avoid spelling out a longer title.

(b)(3)

b. Mr. Nelson will be back Monday, and General Walters will be back tonight. In terms of preparation of correspondence, we are not sure what the titles will be, but if you have a problem in any given case, phone Pat.

(b)(3)

d. Cable Traffic. Beginning 1 September all cable traffic, except that which is restricted, will be sent to the Operations Center on the 7th Floor.

e. Format for Correspondence. The DDO and DCI plan to follow a modification of the system established a short while ago for all correspondence. The first paragraph will be a short summary, rather than the previously used paragraph which said, "This memo contains . . . ." The format that was disseminated for use in correspondence to the Management Committee is apparently not to be rigidly followed. It was understood that the section for "Staff Comments" in the previous format could be eliminated. The main point, however, is that the first paragraph is to summarize the substance of the memo.

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f. Foreign Affairs Executive Seminar. Mr. Blee noted that Mr. Colby was fully committed to having appropriate DDO representation at the Foreign Affairs Executive Seminar. The DDO Training Officer and the Training Officers in Divisions and Staffs are asked to assure that GS-14's and above attend this course at some appropriate time.

g. Budgeting. [ ] mentioned that we are still having problems relating people and resources to objectives in the new budgeting system. There will be no DDO guidance on this subject until we get more specific guidance from the Director's office. The ultimate objective is to relate objectives to our Financial Reporting System. (b)(3) (b)(6)

3. Other Items of Interest.

a. Visitors Parking. A notice will be distributed today or tomorrow which will establish new rules on the use of the Visitors Parking Lot, effective 1 September. All Agency employees will be expected to park in West Lot, rather than in the Visitors Lot, except that, employees stationed overseas or returning from overseas may be permitted to park in the Visitors Lot. Parking in West Lot by Agency employees will require that they have a parking permit. These will be issued to Support Officers of each component within the next few days. Parking in the Visitors Lot by non-Agency people (and by Agency employees who are TDY) will require special permits which will be obtained from the guard at the entrance to the Visitors Lot. The visitor parking permits which are now being used for parking in the Visitors Lot will become invalid on 1 September. (b)(3) (b)(3)

b. Quarters Allowance [ ] We are receiving an increased number of requests for a change in the 50/50 split of excess housing costs authorized by [ ] We realize that the Standardized Quarters Allowance usually lags behind the actual cost of quarters, and that relief is appropriate. However, please ask your Log Officer, in drafting the cabled authorizations, to be sure that the cable points out that the special authorization will not apply after the Department raises the allowance.

c. OGC and IG Cases. During the past few months there have been several instances where specific situations have been referred to either the IG or to OGC for review, and which have subsequently been referred by them to this office for comment. In some of these cases the ultimate solutions were complicated by actions which took place before we were aware of them. When an unusual situation requires an interpretation by OGC, please give us a draft copy of your memo to them, and it may be worthwhile to query us in advance to determine whether we have had a similar case before. Also, please let us know when you see a problem developing which may become an IG case and thereby involve the DDO or the DD/M&S.

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d. Retirement - Lump Sum Payments. The Director of Finance has noted that employees considering retirement should take into account the fact that lump sum leave payments are now being processed much more rapidly than in the past. Under the old system the payments might take 6 to 8 weeks, which meant that anyone retiring after early November would not get the lump sum payment until after the end of the tax year. Under the new system, however, payment is made much more quickly. Anyone who retires before 9 December 73 will probably receive his lump sum payment before 31 December.

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